



RICHMOND POLICE DEPARTMENT GENERAL ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 6	Number 11	Effective Date 01/08/07	Review Date 2010
Subject FINGERPRINTING, PHOTOGRAPHING AND ARREST WORKSHEET PROCEDURES		<input type="checkbox"/> New Order <input checked="" type="checkbox"/> Replaces G.O. 0701-04, (09/17/04)	
References CALEA 82.1.1 a, 82.1.1b, 82.3.6, 82.3.7 a, 82.3.7 b and 82.3.7 c VA Code 16.1-299, 19.2.390, 19.2-392 VLEPSC ADM.02.02, ADM.25.01, ADM.25.03, ADM.25.06, ADM.25.07, ADM.25.08, ADM.25.12 General Order 7-18			
		01/08/07	
Chief of Police or Designee		Date	

I. PURPOSE

The purpose of this order is to establish the *guidelines* for taking fingerprints and photographs *of individuals' in custody* following *an* arrest and for compiling the Arrest Worksheet. This directive *also* consists of the duties and responsibilities for all Department members.

II. POLICY

Officers of the Richmond Police Department are required by law to comply with certain statutory requirements governing fingerprint and photograph procedures. Officers are also required to comply with the mandatory filing requirements for the Central Criminal Records Exchange Arrest Form (**CCRE**). Officers shall complete the Arrest Worksheet for any felony and Class 1 or 2 Misdemeanor non-traffic related arrest made with or without a warrant. ***In addition***, a criminal history file shall be created ***by the arresting officer*** for each person under custodial arrest. In a mass arrest situation(s), all officers shall complete ***two (2)*** fingerprint cards, per arrestee.

III. *ACCOUNTABILITY STATEMENT*

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling, or disciplinary action is initiated.

IV. PROCEDURE

A. Authority to Fingerprint and Photograph in General:

1. Virginia law authorizes the **law enforcement officers** to “take fingerprints and photographs of (i) any person arrested and charged with a felony or a misdemeanor for which an arrest is to be reported to the Central Criminal Records Exchange, or (ii) any person who pleads guilty or is found guilty, after being summoned in accordance with §19.2-74; and,
2. Virginia law also requires police authorities to submit a complete Arrest Worksheet and Fingerprint Card to the Central Criminal Records Exchange.

B. Requirements **to** Fingerprint and Photograph Juveniles:

Virginia law requires the police **officer** to take fingerprints and photographs of any juvenile who is taken into custody and charged with a delinquent act an arrest for which, if committed by an adult is required to be reported to the Central Criminal Records Exchange pursuant to subsection A of §19.2-390A.

- A copy of fingerprints shall be filed with the Juvenile Court on forms provided by the CCRE.

C. **Procedures For Arresting Juveniles:**

For arrest procedures for juveniles refer to General Order 7-18, Juvenile Procedures and Reporting.

D. Form and Photograph Requirements:

1. Fingerprints - Arrest Worksheet with prints
2. Photographs:
 - a. Computerized mug shot, if available.
 - b. If computerized mug shot is not available, **a digital image** will be taken.

E. Procedure for completing the Arrest Worksheet:

The arresting officer shall use the Arrest Worksheet as provided by the Richmond Police Department. The form shall be either typed or hand printed, using block lettering. All copies of the form shall be legible. The arresting officer shall record the information on the form according to the subject headings and instructions.

1. General Instructions:

- a. Copy 1 - Provided for use by the arresting agency. To be retained by the arresting agency.
- b. Copy 2 - To be retained by the arresting officer.
- c. Copy 3 - Forwarded to the Sheriff's Department.

d. Multiple charges will be recorded on the Arrest Worksheet for adults and juvenile.

NOTE: Multiple charges will be recorded on the Arrest Worksheet used for adults. (This is the form provided by the Richmond Police Department). A single charge will be recorded on the Central Criminal Records Exchange (C.C.R.E.) (SP-180) arrest sheet used for juveniles. (This is the form provided by the Virginia State Police). Refer to reverse side of copy 2 for codes needed for county, city, state, or country.

2. Preparation of Arrest Form:

- a. Last Name, First, Middle - Record the subject's full name, based, if possible, on identification cards in the individual's possession. In the case of a married woman, use maiden name as the middle name.
- b. Originating Agency Case (OCA) number - for forensic personnel use.
- c. F.B.I. Number - for forensic personnel use.
- d. SID Number - for *forensic personnel use*.
- e. Alias and/or Nickname - Determine if the subject has a nickname or alias. Spell the alias or nickname *as* correctly *as possible*. List only the name(s) that are uniquely different from the name(s) inserted in item #a.
- f. Place of Birth - Record city, town or county of birth.
- g. State of Birth - Record the state of birth from the two-letter code found on the reverse of the court disposition copy.
- h. Country of Birth - Record the two letter code found on the reverse of the court disposition copy (see reverse side of copy 2 for codes).
- i. Country of Citizenship (COC) - Record the two letter code found on the reverse of the court disposition copy (see reverse side of copy 2 for codes).
- j. Immigration Identification Number (IIN) (used for immigrants only).
- k. Sex - Insert M for male, F for female.
- l. Race - Insert one of the following letter codes:
 - 1) W for White/Caucasian
 - 2) I for American Indian or Alaskan Native
 - 3) B for Black/African American
 - 4) A for Asian/Pacific Islander
- m. Date of Birth (DOB) - MM, DD, YYYY of birth.

- n. Social Security Number - SSN
- o. Height - height in feet and inches.
- p. Weight - weight in pounds.
- q. Eyes and Hair - Record the color of the subject's eyes and hair, using the following abbreviations:
 - 1) Blue - BLU
 - 2) Brown - BRN
 - 3) Grey - GRY
 - 4) Green - GRN
 - 5) Hazel - HAZ
 - 6) White - WHI
 - 7) Sandy - SDY
 - 8) Red - RED
 - 9) Blonde/Strawberry - BLN
 - 10) Black - BLK
 - 11) Other - OTH
 - 12) Unknown - XXX
- r. Scars, Marks, Tattoos, and Peculiar Characteristics - Note all scars, marks, tattoos, amputations, eye defects and deformities, giving specific body location, size, type and detailed information.
- s. Home Address (Street, City-Town, State, and Zip Code) - Record the exact home address of the subject, include apartment number. Do not use Post Office Box numbers.
- t. City or county code - Record the city or county where the subject resides.
- u. Employer Name/Occupation - Indicate the employer's name and occupation of the arrested subject. Avoid using generalized terms such as "laborer" or "unemployed". Be more specific by describing the type of job such as ditch digger or accountant.
- v. Work Address (Street, City-Town, State, and Zip Code) - Record the exact work address of the arrested subject.
- w. Date of Arrest - MM-DD-YYYY.
- x. Court Having Jurisdiction - Use the initials (example - RGDC-Manchester).
- y. Location of arrest - Use actual address or block number plus street.
- z. Full Name of Arresting Officer - Last, First, MI.
- aa. Arresting Officer Code Number.

- bb. Full Name of Assisting Officer, if applicable – Last, First, MI.
- cc. Assisting Officer Code Number.
- dd. Arrestee Number – the sequential number assigned to each arrestee in an incident by the arresting officer.
- ee. Incident Number – the *original* CAD number given *for the related incident report* by the Division of Emergency Communication (DEC). *If no incident number has been created for an on-view arrest, the arresting officer must request an incident report number from D.E.C for that arrest.*
- ff. IBR Code – the number describing the offense.
- gg. Code Section - Cite the Virginia Code Section coinciding with the criminal act.
- hh. Indicate either Misdemeanor or Felony.
- ii. Charge - Describe the exact charge (example - Solicitation for lewd act, not merely Solicitation). Do not use "Capias" or "Attachment" by itself; record the complete charge of Capias-Failure to appear. Do not list city ordinance or state statutes.
- jj. Date of Offense - MM, DD, YYYY.
- kk. Jurisdiction - Code of City/County of Arrest Occurred - See reverse of court disposition copy.
- ll. Court - Code of City/County of Offense - See reverse of court disposition copy.

V. **ROLES AND ACCOUNTABILITY**

The Responding Officer shall:

Comply with the mandatory filing requirements for the Central Criminal Records Exchange Arrest Form (CCRE). Officers shall complete the Arrest Worksheet for any felony and Class 1 or 2 Misdemeanor non-traffic related arrest made with or without a warrant. In addition, a criminal history file shall be created by the arresting officer for each person under custodial arrest. In a mass arrest situation(s), all officers shall complete two (2) fingerprint cards, per arrestee.

VI. **FORMS**

CCRE

Arrest Worksheet